

## CHECKLIST

### for CHI 2001 Tutorial Instructors

Below is a checklist for you to follow as you prepare your Tutorial deliverables for CHI 2001. All items must be received via postal mail or courier by **5 January 2001**. Check off each item as you complete it.

#### Please mail the following items to:

**CHI 2001 Conference Office**  
703 Giddings Ave., Suite U-3  
Annapolis, MD 21401  
USA  
Telephone: (410) 263-5382

√	What to send	Number of copies
	CHI 2001 Technology Support Speaker Request Form for Tutorial Instructors	1
	ACM Tutorial Notes Release Form	1 each instructor
	Tutorial supplies request form	1

**Your Tutorial Notes and Tutorial Notes Release Form must be received by 5 January 2001. Please mail this information to:**

**Armando Barreto**  
Florida International University  
10555 West Flagler Street  
Room EAS-3956  
Miami, FL 33174  
USA  
Telephone: (305) 348-3711

√	What to send	Number of copies
	Tutorial notes	2
	ACM Tutorial Notes Release Form	1 each instructor